

DIRECTOR OF CENTRAL INTELLIGENCE

**Security Committee**

31 October 1979

MEMORANDUM FOR: Chief, Building Receptionist  
Community Headquarters Building

25X1A FROM: [REDACTED]  
DCI Security Committee Staff

SUBJECT: Meeting in Room BW07  
Community Headquarters Building

1. The following names are forwarded to you for the Investigative Standards Working Group meeting to be held on Monday, 5 November 1979 at 1000 hours in Room BW07, Community Headquarters Building.

25X1A 2. They all have the appropriate clearances to attend the meeting. If there are any discrepancies, I may be reached on [REDACTED]

25X1

25X1A

25X1A

25X1A

25X1A

25X1A

X1A

*Chrono*

DIRECTOR OF CENTRAL INTELLIGENCE  
**Security Committee**

SECOM-D-700

31 OCT 1979

MEMORANDUM JOR: Chairman, R&D Subcommittee

FROM:

[Redacted]  
Executive Secretary

SUBJECT: Destruction Criteria for Classified Documents and Material

REFERENCE: Navy's Memo to C/SECOM dated  
24 October 1979 - Ser 009DB/252626

Your comments are requested on the referenced recommendation (copy attached) by the Navy that the R&D Subcommittee develop a practical standard to govern mechanical destruction of classified intelligence material.

cc: Navy Member, SECOM

Distribution:

- Orig - Addressee w/att
- 1 - Navy Member w/att
- 1 - [Redacted] w/att
- 1 - SECOM Chrono w/att
- 1 - SECOM Subject w/att

SECOM [Redacted] (10/31/79)



Approved For Release 2005/03/24 : CIA-RDP82M00591R000200150001-4

OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, D.C. 20350

IN REPLY REFER TO

Ser 009DB/252626

24 OCT 1979

MEMORANDUM FOR THE CHAIRMAN, DIRECTOR OF CENTRAL INTELLIGENCE  
SECURITY COMMITTEE

Subj: Destruction of classified material

Encl: Department of the Navy criteria for mechanical  
destruction

1. Currently, there is no standard to govern the mechanical destruction of classified paper documents. Due to the lack of such a standard, each member of the Intelligence Community has developed destruction criteria. This places an untenable burden upon those responsible for destruction, since, in some cases, they must purchase several different destruction devices for destruction of the various types of classified material.
2. The different destruction criteria within the Department of the Navy are displayed in enclosure (1). Although the enclosure was developed from Navy policy governing the destruction of classified paper documents, similar incongruities are believed to exist throughout the Intelligence Community.
3. It is recommended that the Research and Development Subcommittee develop a practical standard to govern mechanical destruction.

R.L. Welch  
Navy Member, DCI Security  
Committee

Department of the Navy Criteria for Mechanical  
Destruction

GENERAL SERVICE

Burn

Shred

1/32-inch strip

3/64-inch by 1/2-inch cross cut

3/32-inch by 1/2-inch cross cut (Special cases - limited  
to CONFIDENTIAL)

Pulp (Wet Process)

1/4-inch aperture security screen

Pulverize (Dry Process)

3/32-inch aperture security screen

SENSITIVE COMPARTMENTED INFORMATION

Burn

Shred

Two specific devices, designated by trade name, have been approved. However, they are limited to use at shore based Special Communications Centers and aboard ships at sea.

Pulp/Pulverize

Twenty-five specific devices, designated by trade name, have been approved. Security screen aperture size varies with the device, e.g., 3/32-inch, 1/8-inch, 3/16-inch, 5/32-inch, 1/16-inch, and 5/16-inch.

COMMUNICATIONS SECURITY MATERIAL

Refer to attached extract from CMS-4J, "Communications Security Material System (CMS) Manual".

25X1

1110. DESTRUCTION TECHNIQUES

a. Techniques Authorized for the Destruction of Paper COMSEC Material -- Provided that destruction is carried out in the manner and under the condition specified in Article 1110c through 1110i respectively, the techniques listed below are authorized for the destruction of paper COMSEC material.

- a(1) Burning. See Article 1110c.
- a(2) Cross-cut shredding. See Article 1110d.
- a(3) Strip shredding. See Article 1110e.
- a(4) Chopping or pulverizing (dry process). See Article 1110f.
- a(5) Pulping or disintegrating (wet process). See Article 1110g.
- a(6) Tearing and scattering. See Article 1110h.
- a(7) Jettisoning. See Article 1110i.

b. Techniques Authorized for the Destruction of Non-Paper COMSEC Material -- Provided that destruction is carried out in the manner and under the conditions specified in Article 1110c, 1110f, 1110i, 1110j, or 1110k respectively, the techniques listed below are authorized for the destruction of non-paper COMSEC material, including microfiche.

- b(1) Burning. See Article 1110c.
- b(2) Chopping or pulverizing (dry process). See Article 1110f.
- b(3) Jettisoning. See Article 1110i.
- b(4) Chemically altering. See Article 1110j.

b(5) Shredding (authorized for submarines only). See Article 1110k.

c. Burning -- To provide ensured destruction of COMSEC material, burning must be controlled and complete. For requirements regarding inspection of incinerators, see Section 1115d(2).

c(1) Burning of Paper COMSEC Material -- To destroy paper COMSEC material by means of burning, the flame must be controlled and contained, such that no unburned pieces escape. Further, the ashes must be thoroughly broken up or sifted; if facilities are available, reduction to sludge is acceptable as the equivalent.

c(2) Burning of Non-Paper COMSEC Material -- To destroy non-paper COMSEC material by burning, the material must be burned or melted to such a degree that

there is no possibility of reconstructing key, keying logic, or classified COMSEC information by physical, electrical, optical, or other means.

d. Cross-Cut Shredding -- Provided that both destruction characteristics listed below are fulfilled, cross-cut shredding constitutes full and complete destruction of paper COMSEC material. Accordingly, residue from such a process may be disposed of as unclassified waste.

d(1) The "cross-cut" or "special-cut" shredder being used is authorized and identified as "cross-cut" or "special-cut" in ONI-CS-63-1-76. [NOTE: In order to qualify for such designation, a shredder unit must reduce all residue to shreds not more than 3/64-inch (1.2 mm) in width and not more than 1/2-inch (13 mm) in length. Inquiries should be addressed to CNO (Op-009D).]

d(2) Any COMSEC keying material being destroyed by the cross-cut shredding process must first be mixed with at least an equal amount of other paper material of similar composition. Other paper COMSEC material (or other paper which is not COMSEC material) may be used in order to make up such a mixture.

e. Strip Shredding -- Provided that the strip shredder being used is authorized in ONI-CS-63-1-76, strip shredding is acceptable as a partial means of destroying COMSEC material. In order to constitute full and complete destruction of paper COMSEC material, strip shredding must be part of a complete process conforming to the appropriate mixture and residue disposal criteria given below. Prior to final disposal, strip-shredder residue retains the highest original classification of the material shredded, but does not require the security and storage protection afforded to COMSEC MATERIAL. [NOTE: In order to qualify for CNO approval, a strip shredder must cut the material into strips no wider than 1/32-inch. Inquiries should be addressed to CNO (Op-009D).]

e(1) Strip-Shredder Mixture and Residue Disposal Ashore -- Ashore, strip-shredder residue must be disposed of by burning; accordingly, strip shredding conducted ashore is primarily a means of making the material easier to burn. Because burning in itself constitutes full and complete destruction, no prior mixture of COMSEC keying material with other material is necessary.

e(2) Strip-Shredder Mixture Afloat -- Afloat, any COMSEC keying material being processed by means of a strip shredder must first be mixed with at least an equal amount of other paper material of similar composition. Other paper COMSEC material (or other paper which is not COMSEC material) may be used in order to make up such a mixture.

e(3) Strip-Shredder Residue Disposal Afloat

UNCLASSIFIED Approved For Release 2005/03/24 : CIA-RDP82M00591R000200150001-4

e(3) (a) Residue Disposal Method for Any Unit Operating on the Surface (Including Surfaced Submarines) -- Immediately preceding darkness, stream the shredded material loosely into the ship's wake in open water, so as to minimize the possibility of unauthorized recovery. Ensure that no unfriendly ships are in the general vicinity. [NOTE: This method of disposal is not authorized for ships in port. In order to dispose of COMSEC material strip-shredder residue while in port, burning is required; for this purpose, an appropriate incinerator ashore may be used. Alternatively (with the explicit approval of the commanding officer), burnbags containing COMSEC material strip-shredder residue may be temporarily retained (i.e. for streaming in the wake upon return to sea), but such temporary retention should not normally last longer than 7 days.]

e(3) (b) Residue Disposal Method for Submarines (Whether Surfaced or Submerged) -- Submerged submarines are limited to the appropriate method listed below, according to hydraulic compactor capability. Surfaced submarines are authorized to use the residue disposal method set forth in Section 1110e(3) (a), as well as the appropriate method discussed below.

e(3) (b) 1. Submarines with Hydraulic Compactors -- Use the hydraulic compactor to compress the shredded material into a standard, disposable, perforated metal container. To ensure that the container weighs at least 30 pounds, add standard seven pound trash weights as necessary. Seal the container at both ends, and jettison it from the trash disposal unit in at least 1,000 fathoms of water.

e(3) (b) 2. Submarines Without Hydraulic Compactors -- Intermix the shredded material with at least an equal amount of classified/unclassified material and place in garbage disposal containers along with other normal items. Secure the disposal container and weight it sufficiently to preclude surfacing. Jettison the container through the garbage disposal unit in at least 1,000 fathoms of water.

f. Chopping or Pulverizing (Dry Process) -- Both paper and non-paper COMSEC material may be destroyed by chopping or pulverizing (dry process), but frequent residue removal is required and this may necessitate the services of commercial trash companies. Before procuring a chopper or pulverizer, adequate provisions for installation, electricity, and safety should be given special consideration, as well as the high noise level associated with the unit's operation. ONI-CS-63-1-76 refers.

f(1) Chopping or Pulverizing Paper COMSEC Material -- Prior to chopping or pulverizing, paper keying material must

be mixed with at least an equal amount of other paper material of similar composition. Other paper COMSEC material (or other paper which is not COMSEC material) may be used in order to make up such a mixture. The device involved must reduce all paper material to scraps, bits, or fibers too small to reconstruct (i.e. resulting pieces are 5 mm or smaller in all dimensions). Ideal residue is similar to cotton fluff.

f(2) Chopping or Pulverizing Non-Paper COMSEC Material -- To destroy non-paper COMSEC material by chopping or pulverizing, the material must be decomposed to such a degree that there is no possibility of reconstructing key, keying logic, or classified COMSEC information by physical, electrical, optical, or other means.

g. Pulping or Disintegrating (Wet Process) -- Paper COMSEC material may be destroyed by means of pulping or disintegrating (wet process), but special arrangements for residue removal are required, since wet pulp will clog drains and sewers. Before procuring a pulper or disintegrator, the use of an extremely high amount of water and the cost of frequent maintenance and parts replacement should be given special consideration. ONI-CS-63-1-76 refers.

g(1) Destruction Criteria for Pulping or Disintegrating (Wet Process) -- In order to constitute destruction, the pulper or disintegrator must reduce all paper material to such a state that no information can be recovered from the residue (i.e. resulting pieces are smaller than 5 mm in all dimensions). Ideal residue is wet pulp.

g(2) Use of Household Blender -- In destroying small quantities of paper COMSEC material (e.g. keycards, extracts, etc.), a good quality household blender sufficiently filled with water will function acceptably as a pulper/disintegrator. Accordingly any household blender which will cause the residue to meet the destruction criteria set forth above, is authorized for such use.

h. Tearing and Scattering -- Tearing and scattering is authorized as a destruction method under combat or combat-related conditions, but only if other destruction means are not available and only for the destruction of individual extracts. Further, such an extract must be from a code, cipher, or authentication system used in combat operations, and must be classified no higher than CONFIDENTIAL. Provided that all conditions set forth above are met, the extract should be torn into the smallest pieces possible and should then be dispersed over a wide area.

i. Jettisoning -- Jettisoning is permitted as a means of destroying COMSEC material (either paper or non-paper) only under emergency conditions, or when

DIRECTOR OF CENTRAL INTELLIGENCE  
**Security Committee**

SECOM-D-699

31 OCT 1979

MEMORANDUM FOR: Chairman, Unauthorized Disclosure Investigation  
Working Group

FROM:   
Executive Secretary

SUBJECT: Control of Unauthorized Disclosures

1. Attached is a good address by the DCI on leaks. Published in his 23 October 1979 "Notes from the Director" and directed primarily to CIA employees, the contents have wider application and are relevant to interests of your Subcommittee.

2. I suggest that you bring the article to the attention of your members for consideration in making its substance generally available within intelligence elements of their departments and agencies.

Attachment

Distribution:

- Orig - Addressee w/atts (15 Copies)
- 1 - SECOM Chrono wo/att
- 1 - SECOM Subject w/att

SECOM/  (10/31/79)

25X1A